

## **CITY OF WAUKEGAN**

### **Checklist for Outdoor Special Events**

(Ordinance 08 – O – 30, Waukegan City Code Sections 15-176 through 15-208)

If you are planning an event that is to be held primarily outdoors, and to which the public is invited, you should apply for a City of Waukegan Outdoor Special Events permit. If your event is a parade, you should apply for a City of Waukegan Parade/Public Assembly permit. If you aren't sure, fill out an Outdoor Special Events Application and the City's Special Events staff will help you determine which direction to take. Both applications are available online, at [www.waukeganweb.net](http://www.waukeganweb.net), under Special Events.

- No less than 14 days before your event, (7 days for parades and public assemblies) file the application with the City Clerk at City Hall, 100 N. Martin Luther King Jr., Ave., first floor.
  1. Is your application complete? Are all blanks on the application filled in unless they do not apply to your event?
  2. Have you included an insurance certificate for the event, showing the City as additional insured?
  3. Have you included the signed indemnification agreement which is part of the application?
  4. Have you paid the \$40 application fee? If you are a 501(c)(3) charitable organization the fee will be waived, but you must file the paperwork with your application.
- If your application is complete when filed, it will be reviewed at the next regular meeting of Waukegan Development Review Board (DRB), usually the following Thursday at 1:30 p.m., in the Planning and Zoning Conference Room, 3<sup>rd</sup> floor of City Hall.
- You will be notified after that meeting what City staff you will need for your event, if any, such as police, public works, and the like. There is a cost for these services, which must be paid in advance. You will receive a letter from the DRB telling you the cost.
- Work with City Special Events staff to organize the details of City services for your event.
- If you file an incomplete application it will be returned to you and will not be placed on the DRB agenda until it is complete.
- Special notes: Events which are planned to take place on City property need the approval of the City Council. Please allow plenty of time for both the DRB and City Council approval processes. City Council meets the first and third Mondays of each month.

If your event is a carnival there are special rules and regulations in place. Please ask Special Events staff for a copy of the carnival rules and regulations and ensure that you have enough time to notify all surrounding property owners of the DRB hearing and comply with all the other rules for carnivals.